

Using a web browser, navigate to www.wikispaces.com and sign into the website using your email/username and password.

Wikispaces.com Dashboard

Favorite Wikis

	Member		Actions ▾
	Member	1 recent post by cmben4	Actions ▾
	Organizer	1 recent edit by DebMorrison1	Actions ▾
	Organizer	6 recent edits by you	Actions ▾
	Member	32 recent edits by eimurray81 1 new member Joshleavitt	Actions ▾
	Organizer		Actions ▾

Add a wiki to this list:

- Type in **the name of the wiki** to add a Wiki to your Favorite Wikis listing.
- Click on the name of a wiki to go to that wiki.
- Click on the **Action** button next to the wiki to leave it, delete it, etc.
- To switch between wikis, use the top navigation bar button **My Wikis**

Change the Design of your Wiki:

Click on **Manage Wiki** → **Look and Feel** → **Themes and Colors**

Add a Logo

Click on **Manage Wiki** → **Look and Feel** → **Logo**

(Upload a .jpg or .gif picture to serve as your Wiki logo)

To Manage your Wiki Members (View, Invite, Remove, etc)

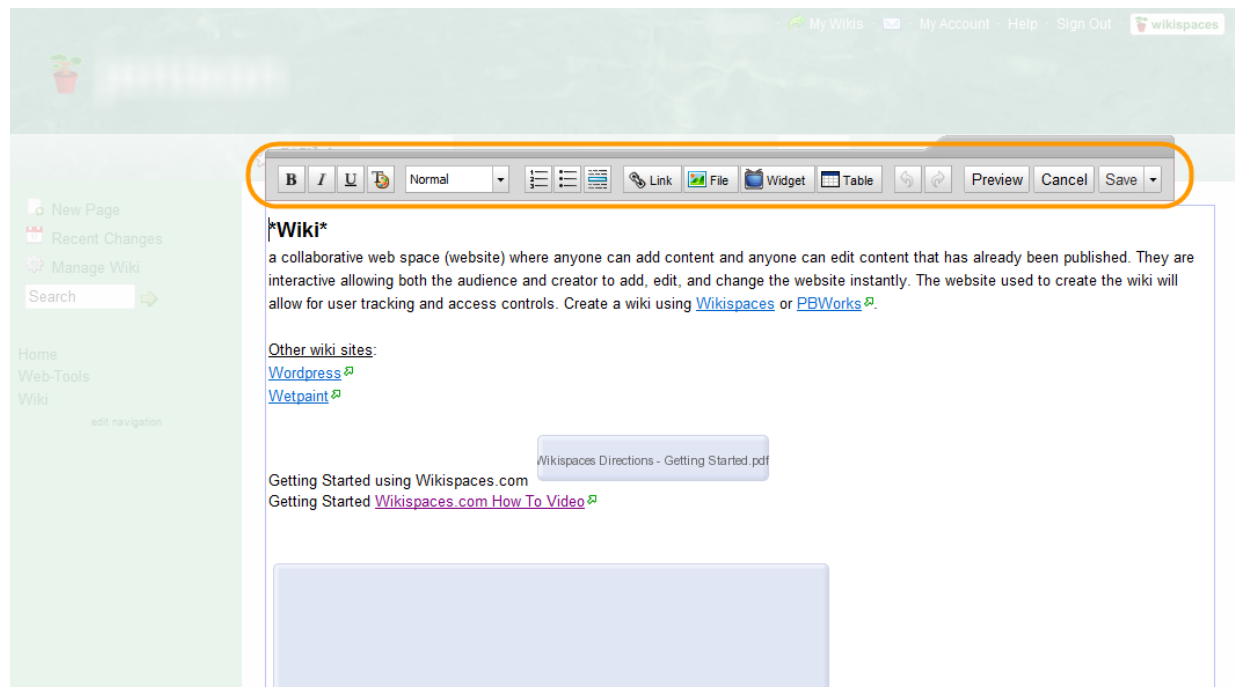
Click on **Manage Wiki** → **Members**

To Edit a Wiki page:

In the page's navigation bar, click on the **Edit** button

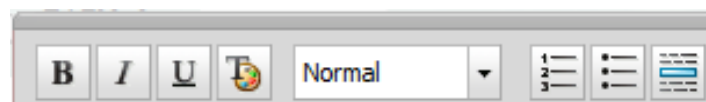


Using the Word-like toolbar, click in the empty space and make the necessary text edits.

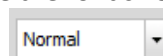


After making the necessary changes, click on the **Save** button in the toolbar.

Wikispaces Toolbar



To change the font size



To change the font color



To add a number list



To add a bulleted list:

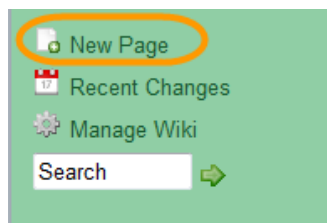


To add a horizontal line:



To Add a New Wiki Page:

Click on the link to add a **New Page** in the left menu.



Type in a **Page Name** for the new page and click **Create**.

Make a New Page

Page Name

Add Tags

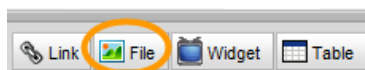
New Page URL

Note: you will automatically be directed to the new page in **edit mode so you can automatically start creating the page.*

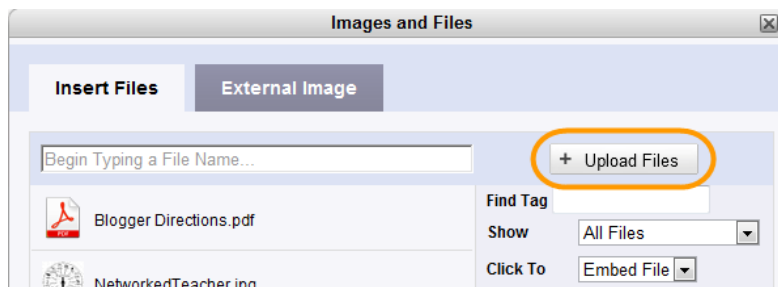
Click **Save** when you have finished editing your new page.

To Add a file (or picture):

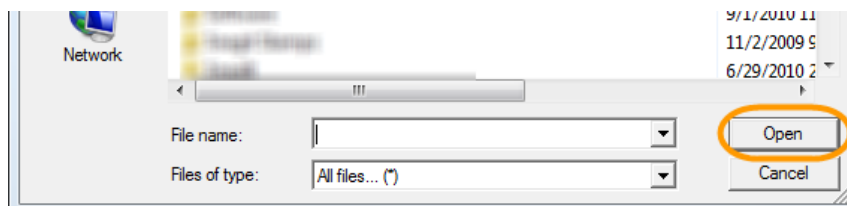
In the Wiki **Edit** mode, click on the **File** icon.



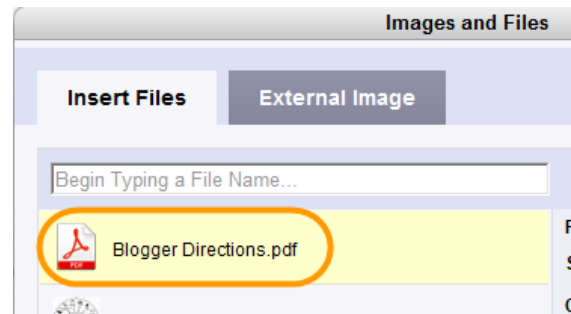
Click on the link to **Upload Files**



Locate the file on your computer and click on it. Then press **Open**.



Once the file has uploaded, click on the name of it in the listing of your files to insert into the wiki.



Need to find some pictures?

Use a search engine like Google, or a photo site like Flickr to find pictures on the web.

- ➔ Search for pictures using Google Images: <http://images.google.com/>
- ➔ Search for pictures using Flickr, a photo site: <http://www.flickr.com>

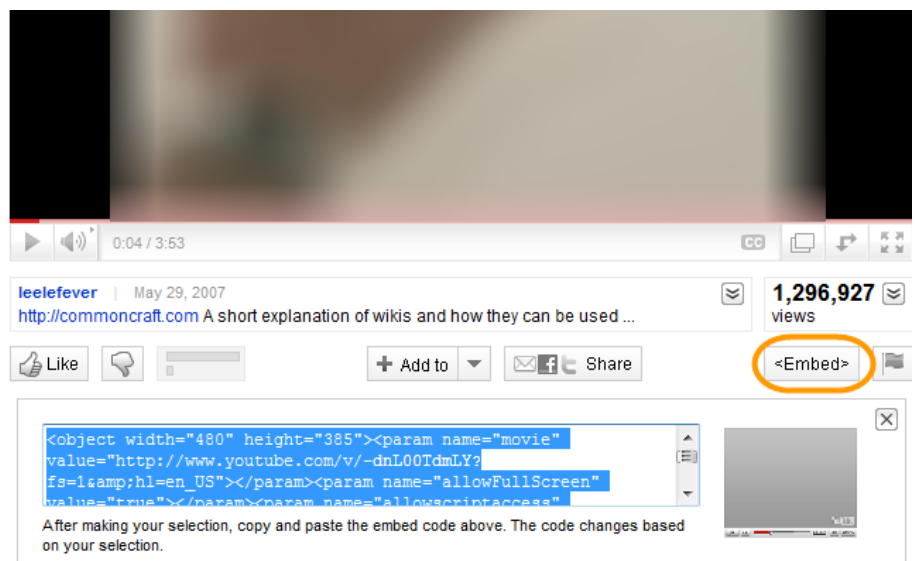
Found a picture you like? To save it, **right-click** on the picture and click on **Save Picture As...** Save the picture to your computer so that you can upload it later onto your wiki.

How to Add a Video from Youtube.com

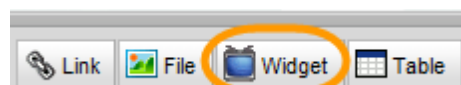
Search for a video on <http://www.youtube.com>

Click on the word **<Embed>** below the video to view the code.

Right-click in the blue space of the code and select **Copy**



In the Wiki **Edit mode**, click on the **Widget** button

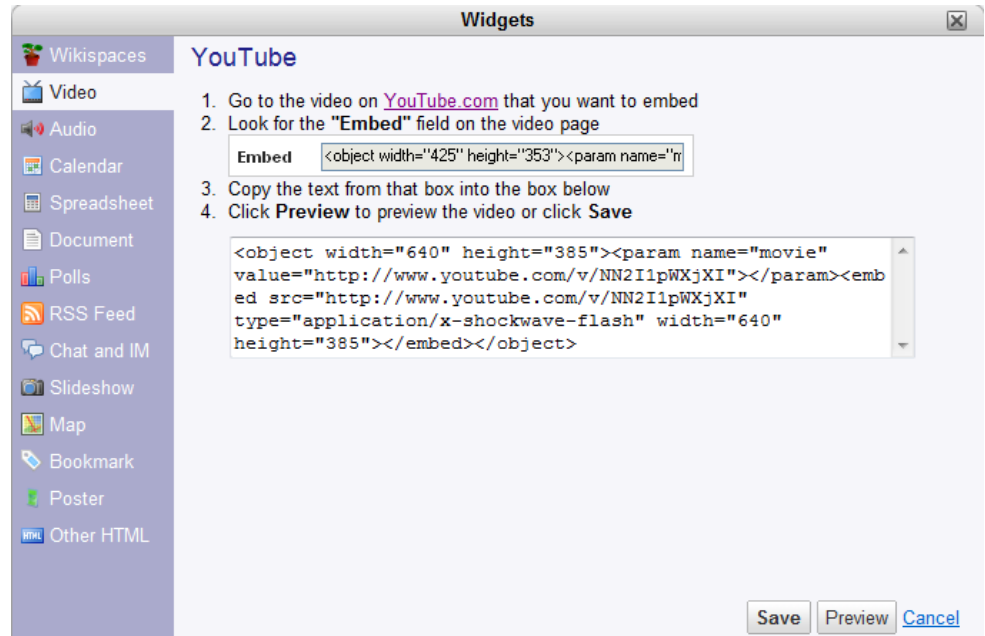


Click on **Video**.

Click on Youtube video.

Right-click and **Paste** the code you copied from the youtube video into the large white box.

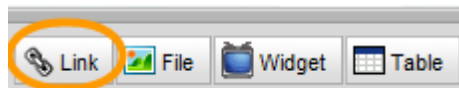
Click **Save**.



Click **Save** (to save the wiki page) to view your video.

To Add a Link:

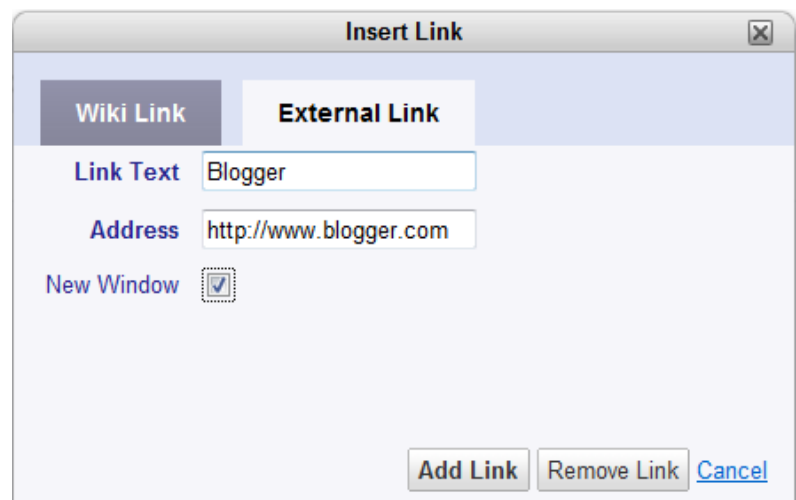
In the Wiki **Edit mode**, click **Link**



In the **Insert Link** window, click on the tab for **External Link**

Type in the **Link Text** (what you want people to click on for the link).

Type in the **Address** for the link (if you don't know it, go to the website first and copy & paste the address into this box).



Check the box for **New Window** (so users will still have your wiki open after clicking on the link).

Click on **Add Link**.

Note: Double-click on any link to edit it.

Other Widgets to add to Wiki:

Wiki Edit mode → Widget button

- Table of Contents
- RSS Feed
- Audio
- Calendar
- Slideshow
- Poster (Glogster edu)
- Other HTML